

Fire Departments

INSTRUCTIONS ON FILLING OUT THE ELIGIBILITY APPLICATION FORM

Due to the Federal Regulations Kansas Federal Surplus Property is doing the required Certification of Eligibility. Applications by regulation are required to be renewed every three (3) years or when a new authorizing official comes into office. Please note that it is the RESPONSIBILITY of the applying organization to provide ALL APPLICABLE AND NECESSARY DOCUMENTATION for review to Kansas Federal Surplus Property (KS FSP). Failure to provide necessary documentation will delay approval of the application and therefore prohibit your agency from receiving Federal property. KS FSP may require additional information other than what is listed, on a case by case scenario.

Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the **Authorizing Official by the Fire Chief or Equivalent on each of the six (6) pages.**
2. On a separate page; on **OFFICAL LETTERHEAD** provide a Narrative, which includes the following information:
 - a city council, board members, or other? If so are they elected or appointed?
 - Service area: Approx. number of square miles served, number of residences, & number of businesses
 - Number of personnel.
 - Number of stations & physical address for each station.
 - Type of services provided (fire protection, first responders, ambulance service, search/rescue, etc.)**(Required with Application)**
3. Provide the RNO (Race and National Origin) profile of your service area
Census Data which can be found at this web site
<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
Community Facts: you must enter your county information in the search box; then click GO
Once on your county page go to:
2017 American Community Survey
Click on: Demographic and Housing Estimates (Age, Sex, Race, Households and Housing, ...)
(Required with Application)
4. Sources of Funding
Mill Levy which can be found at this web site:
<https://admin.ks.gov/offices/chief-financial-officer/municipal-services/county-tax-levy-sheets>
5. On Separated Page provide a Summary of Current Budget which Includes:
Explain how the agency is funded (Grants, tax supported, memberships, etc.)
Operating Expense
6. Provide a copy of:
Articles of Incorporation or City/County Ordinance Establishing Organization

All pages must be signed by Fire Chief or Equivalent

Please retain a copy for your records.

Any Questions concerning the required documentation, or the application process call our office at (785) 296-2351 Monday – Friday 8 AM to 4:30 PM.

- E-mail: fedsurplus@ks.gov
- Fax (785) 296-4060
- Mail: Federal Surplus Property
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